

## Release of Diagnostic Images (X-Ray)

To obtain a copy of your diagnostic imaging records (x-rays), mammograms, sonograms, CT, etc., an [Authorization to Release Diagnostic Images](#) form must be completed and signed by the patient or their legal representative. If someone other than the patient will be picking up the requested information, the patient must indicate the name and relationship on the Authorization form under the Special Designee section.

### Submitting a Request

Provide the completed authorization form to the Radiology Department at our Rosehill or Crestwood location between the hours of 8:00 AM and 5:00 PM, Monday through Friday. To avoid delays, please give at least a 24 hour notice by faxing the completed form to 240-566-3255 or by calling the Rosehill location at 240-566-3100 or the Crestwood location at 240-215-1420.

### FAX

Fax the completed authorization form to 240-566-3255 along with a copy of your ID.

### Mail

If mailing the completed authorization form, please mail to the address below with a copy of your ID:

Frederick Memorial Hospital  
ATTN: Imaging Department  
400 West Seventh Street  
Frederick, MD 21701

### Record Pickup

The Radiology Department is open Monday – Friday between 8:00 a.m. – 5:00 p.m. Photo ID of patient or patient representative is required at the time of pick-up. **We no longer release images at the main campus hospital location.** Please pick up at the following locations:

FMH Rosehill  
1560 Opossumtown Pk  
Frederick, MD  
240-566-3100

FMH Crestwood  
7211 Bank Ct  
Frederick, MD  
240-215-1420

### Turn Around Time

We request at least 24 hours notice to avoid any delays, but all efforts to accommodate your request will be made.

### Processing Fees

There is no fee for x-ray or imaging studies for follow-up treatment with your physician. However, there may be a fee for non-treatment related requests as permitted under the Annotated Code of Maryland, Health General, §4-304(c)(3)(ii), and the Health Insurance Portability & Accountability Act (HIPAA),